

CHAPTER 10

SERVICE AND RECOGNITION AWARDS

Section 1. **Non-Cash Service and Awards.**

(a) Service Awards. Employees are eligible for a service award pin and certification upon completion of each five (5) year period, sixty (60) months, of total service with the State. The total service credits may include employment with one (1) or more executive branch departments and the judicial and legislative branches.

(b) Service credits will be granted for non-continuous service to a rehired employee claiming prior State service in any branch followed by a separation. Service credits shall be given for any calendar month during which work was actually performed. As soon as the employee has completed sixty (60) months of total service, that employee is eligible for a service award pin and certificate. There is no twenty-four (24) month completion requirement necessary due to broken service before a service award pin and certification may be presented.

(c) The Human Resources Division will issue the service awards pins and certificates each month.

(d) Service award pins and certificates are awarded in five (5) year increments, beginning with five (5) years and ending with forty (40) years.

(e) Service award pins and certificates are not considered additional compensation to an employee.

Section 3. **Recognition Awards.**

(a) Recognition awards may be ordered by agencies at their discretion:

(i) The following level of review and approval shall be followed prior to the purchase of any recognition award;

(A) Justification for awards that exceed ten (10.00) dollars per person that are to be purchased with agency funds shall be submitted to the Agency Head for prior written approval;

(B) Justification for awards that exceed fifty (50.00) dollars per person shall be submitted to the Department of Administration and Information Human Resource Division for prior written approval;

(ii) Expenditures for approved awards shall come from the Agency's existing budget;

(iii) Written approval for individual awards that cost more than ten (10.00) dollars shall be attached to related invoices and submitted to State Auditor's Office for payment.

(b) Acceptable Recognition Awards. Awards of work related items are acceptable recognition awards and include pins, plaques, pens, or pencils, portfolios with agency name and or logo, desktop items with the agency name and or logo, including mugs.

(c) Unacceptable Recognition Awards. Awards of a personal type are unacceptable recognition awards, which include but are not limited to:

(i) Flowers;

- (ii) Tickets to concerts, athletic events, sports equipment, etc.;
- (iii) Clothing and or items of personal nature;
- (iv) Art and / or collectibles; and
- (v) Entertainment, meals, and / or food.